

STATE
OF
GEORGIAApplication for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
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|--|--|---|------------------------------|
| 1. Application Date March 28, 1973 | INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention Records Management Officer. | FOR RECORDS MANAGEMENT DIVISION USE | |
| 2. Agency Application No. 109 | | Date Received APR 25 1973 | Application No. 73-275 |
| 3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Plant Industry Division - Feed, Fertilizer & Grain Unit 19 Hunter St.S.W. Atlanta, Georgia 30334 | | 4. Person to Contact Cecil Spooner <i>CPS.</i> | Date Completed MAY 1 1973 |
| | | 5. Working Title Div. Director | 6. Tel. No. 656-3637 |

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
1971 to Date

9. Exact Series Title

LIMING MATERIALS OUT-OF-TOLERANCE FILES

10. What is the function of the office in which this record series is created?

The Plant Industry Division is responsible for supervision and regulating the Plant Industry in Georgia. It seeks to control and eradicate certain diseases and insects within the Plant Industry. The Division promulgates and administers the rules and regulations pertaining to laws passed by the General Assembly designed to regulate the fertilizer, feed, seed, pesticide, grain, nursery, apiary, and other plant industries doing business within Georgia.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to lime samples which were found by laboratory analysis to be out of compliance with the rules and regulations of the Georgia Department of Agriculture.

Included is: Inspector's Lime Sample Report (no number) ^{which} gives name and address of manufacturer, where sample was taken, and analysis of the liming materials.

File is arranged alphabetically by Company.

ATTACH SAMPLES OF THE FILE

| 12. EQUIPMENT OCCUPIED | No. of Drawers | Cu. Ft. of Records | ANNUAL RATE OF ACCUMULATION | No. of Drawers | Cu. Ft. of Records |
|--------------------------|----------------|--------------------|------------------------------------|----------------|--------------------|
| Letter-size File Drawers | 1 | 1 1/2 | | 1 | 1 |
| Legal-size File Drawers | | | Floor Space Occupied (Square Feet) | In Office(s) | In Storage Area(s) |
| | | | | | |
| | | | AVERAGE DAILY REFERENCES | This Year's | Last Year's |
| | | | | 4 | 1 |
| | | | | | 1 |
| | | | | | 1 |

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [x] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [x]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☐ [] ☒ [x]
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [x]

24. REQUIREMENTS. The following requires the files to be kept 5 years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☐ [] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Used as a reference for regulatory check for three years.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [] CALENDAR YEAR ☒ [x] FISCAL YEAR ☐ [] OTHER _____, then:

- ☒ [x] Hold in the current files area _____ month(s)/ _____ year(s):
- ☒ [x] Transfer to ☒ [x] State Records Center ☐ [] Local Holding Area; hold 4 year(s):
- ☒ [x] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

| | | | | | |
|---|--|------------------|---------------------------|--|---------|
| Records Management Officer (Signature) <i>Ellis D. Sikes</i> | | Date 3/ 28/73 | OTHER REQUIRED SIGNATURES | | DATE |
| 26. Recommendations in paragraph 25 are: | Agency Head/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved | | <i>Ellis D. Sikes</i> | | 3/28/73 |
| | State Auditor/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved | | <i>William M. Dixon</i> | | 4-30-73 |
| | Secretary of State/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved | | <i>Carroll Hart</i> | | 4-24-73 |
| | Attorney General/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved | | <i>Robert J. Theel</i> | | 4-30-73 |

STATE RECORDS
COMMITTEE